

Health Clinics of Utah -Provo

NO SHOW POLICY

Health Clinics of Utah-Provo has a no show policy requiring patients to cancel their appointment **24 Hours** in advance to prevent a no show fee.

You are responsible for keeping your scheduled appointments and for arriving on time. If you arrive later than 10 minutes after your scheduled appointment, you may be asked to reschedule your appointment, in order to accommodate patients that have arrived on time.

If you are unable to keep your scheduled appointment, please cancel at least **24 hours** prior to your scheduled appointment if possible. If the clinic is closed, please leave a message on the answering machine.

A no show fee is charged when you miss your scheduled appointment. There will be a **\$5.00 Fee** for each missed appointment. A no show fee of \$10.00 is required for appointments scheduled for procedures or complex visits. After three no shows, you will not be allowed to schedule an appointment until past due balance is paid in full.

If you No Show for an appointment for a **Form 20 or 21**-medical report, there will be a **\$10.00 Fee** charged which **must be paid before you can reschedule**. If you no show on the rescheduled appointment, no further appointment will be made.

Thank you,
From the Health Clinics of Utah staff

I agree to the above conditions:

* _____
Signature

* ____/____/_____
Date